

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

**REGULAR MEETING**  
**Thursday, March 7, 2024**  
**7:00 p.m.**

**THIS MEETING**  
**IS BEING HELD IN-PERSON**  
*In the John Daly, Jr. Meeting Room*  
*Town Hall, 11 Rye Street, Broad Brook, CT 06016*

**AND**

**REMOTELY via ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**

**DRAFT MEETING MINUTES**

**\*\*\*\*\*Minutes are not official until approved at a subsequent meeting\*\*\*\*\***

**Board of Selectmen**

Jason E. Bowsza, First Selectman  
Marie DeSousa, Deputy First Selectman  
Alan Baker, Selectman  
Sarah Muska, Selectman  
Keith Yagaloff, Selectman

**ATTENDANCE:** First Selectman Bowsza hosted the in-person meeting.  
Deputy Selectman DeSousa, Selectman Muska,  
Selectman Baker and Selectman Yagaloff were present at  
the in-person meeting.

**ABSENT:** All members of the Board of Selectmen were present at  
this evening's meeting.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the meeting.

**GUESTS/SPEAKERS signing in to meeting remotely:** Gabriela Resto, Gail, Noreen Farmer  
and Sabohat Khalilova.

**1. TIME AND PLACE OF MEETING:**

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First Selectman Bowsza called the March 7, 2024, Regular Meeting of the East Windsor Board of Selectmen to Order at 7:00 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Muska to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**4. APPROVAL OF MINUTES:**

**MOTION:** To TAKE a five-minute recess.  
Muska moved/Baker seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

**A. February 8, 2024 Board of Selectmen Regular Meeting:**

**MOTION:** To APPROVE the Board of Selectmen's Regular Meeting Minutes of February 8, 2024, as presented.  
DeSousa moved/Muska seconded/**DISCUSSION:**

*Suggestions for corrections:*

- Page 2, Under Members Absent, it states that it was a budget presentation but it truly was not. Therefore, remove "the budget presentation."
- Guest speakers in person were Patricia Cheri and Paul Anderson who really were not present; therefore, they should be removed; and they did not speak either.
- Add Sabohat Khalilova as present at the meeting.
- Page 4, Richard Leborious's name must be corrected and he lives at 16 Church Street not 63.

**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

**B. February 15, 2024 Board of Selectmen Regular Meeting:**

**MOTION:** To APPROVE the Board of Selectmen's Regular Meeting Minutes of February 15, 2024, as presented.

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Muska moved/Baker seconded/**DISCUSSION:**

*Suggestions for corrections:*

- In the Selectmen's Report Section; it states that Sarah Muska attended the Warehouse Point Fire Department, it was the Commissioner's meeting actually;
- Arts and Culture is still a Committee, not a 'Commission' yet;
- Page 5, Section B, no classifications have been added but the job descriptions have expanded.

**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

**C. February 15, 2024 Board of Selectmen Budget Workshop Special Meeting:**

**MOTION:** To **APPROVE** the Board of Selectmen's Regular Meeting Minutes of February 15, 2024, as presented.

Muska moved/Baker seconded/**DISCUSSION:**

*Suggestions for corrections:*

- Selectman Muska's comments were, in fact, in regards to Early Voting not the workforce under the Town Clerk's budget presentation;
- Page 10 under Public Participation, it states that Jim commented via Zoom on the budget process. In fact, it did not happen as Selectman Muska verified herself checking the video personally.

**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

**D. February 22, 2024 Board of Selectmen Budget Workshop Special Meeting:**

**MOTION:** To **APPROVE** the Board of Selectmen's Regular Meeting Minutes of February 22, 2024, as presented.

Muska moved/Baker seconded/**DISCUSSION:**

*Suggestions for corrections:*

- Page 4 under Public Recreation, it must be corrected to 'they have received \$800 for the installation of the soccer field lights and playgrounds from the State Bonding Commission. The handout has the correct information.
- Page 2 under Budget Presentation by Paul Anderson, it states that the First Selectman Bowsza had Mr. Anderson request for a two-percent increase. In truth, Mr. Anderson did not ask for it. The Broad Brook Library requested the budget without any increases.

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VOTE: In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

E. **February 28, 2024 Board of Selectmen Budget Workshop Special Meeting:**

MOTION: To APPROVE the Board of Selectmen's Regular Meeting Minutes of February 28, 2024, as presented.

DeSousa moved/Baker seconded/**DISCUSSION:** None

VOTE: In Favor: DeSousa/Baker/Yagaloff  
(No one opposed/Muska abstained)

5. **PUBLIC PARTICIPATION:**

Lawrence Johansen IV, 235 Scantic Road, East Windsor, read out his statement in front of the Board. He questioned the First Selectman's Townwide advertisement for East Windsor Democratic Town Committee. He also had issues related to solar companies and solar farms, farmlands, special negotiations related to land use, misappropriations of monies, and Scout Hall.

6. **COMMUNICATION:**

None

7. **BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:**

A. **Resignation:**

1. **Zackary Capitaio, Ethics Commission:**

MOTION: To ACCEPT the resignation of Zackary Capitaio with regret from the East Windsor Ethics Commission.

Muska moved/Baker seconded/**DISCUSSION:** None  
VOTE: In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

2. **Brian Turley, Economic Development Commission:**

MOTION: To ACCEPT the resignation of Brian Turley with regret from the Economic Development Commission.

Muska moved/Baker seconded/**DISCUSSION:** None  
VOTE: In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

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3. **Laura Harney, BMX Skatepark Committee:**

**MOTION:** To ACCEPT the resignation of Laura Harney with regret from the East Windsor BMX Skatepark Committee.

**VOTE:** Muska moved/Baker seconded/**DISCUSSION:** None  
In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

B. **Reappointments:**  
None.

C. **New Appointments:**

1. **Charles Nordell (R), Ethics Commission Regular Member for a term expiring March 7, 2028.**

**MOTION:** To APPOINT Charles Nordell to the East Windsor Ethics Commission as a Regular Member with a term expiring March 7<sup>th</sup>, 2028.

**VOTE:** Muska moved/Baker seconded/**DISCUSSION:** None  
In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

8. **UNFINISHED BUSINESS:**

\*A. **Discuss Establishing Arts and Culture as a Permanent Commission to Include Debbie Williams:**

*\*This item was not discussed but will remain on the agenda pending receipt of additional information.*

9. **NEW BUSINESS:**

A. **Discuss Radio System Replacement to Include Emergency Services Chiefs:**

Matthew Carl, Chief of East Windsor Police Department, presented the Radio Replacement Project. Also, present were – Bill Freeman, IT Supervisor, Ben Murphy, Deputy Chief, Representative of TN-Tolland County, Dr. Tudryn, Chief Roode, East Windsor Ambulance, Chief James Barton, Warehouse Point Fire Department, Assistant Fire Chief Jerry Bancroft.

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The East Windsor Critical Radio Systems Equipment reached end-of-life awhile ago. There are townwide users—Fire Services, Police Department, East Windsor Ambulance, Public Works, Town Hall, Social Services, East Windsor School District, and Tolland County Mutual Aid Fire Service 911 Dispatch-(TN).

**Failures:**

- Voting Card;
- Power Issues – Batteries, Surge Protectors, Switches;
- Lightning Strike;
- Busy Times;
- Channel failure (1) of (4);
- Currently using Tango Tango App as a backup to system;
- Marcus Communications, our current vendor has notified us that they can no longer find parts for our current system. They do continue providing services and support so that we maintain our communications.

**Consultant and Findings:**

- Request for Proposals (RFP) for consultant early 2021;
- Proposals received February 2021;
- Signed with the Communications Design Consultant Group LLC September 2021 – Three (3) phases of the project;
  - Phase 1 – Needs Assessment/Radio Study Work Plan;
  - Phase 2 – RFP Development and System Procurement;
  - Phase 3 – System Implementation and Vendor Oversight;
- Draft copy of recommendations submitted to Committee January 2022;
- Final copy of recommendations submitted to Committee June 2022.

**Options:**

1. East Windsor Stand Alone System;
2. Extend Windsor System to East Windsor;
3. CLMRN “Campus System”;
4. CLMRN 100%.

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**Vetting the Options:**

- Tested State Radio-Coverage viability;
- RFP draft only for a stand-alone system with consultant;
- Met with Windsor Representative to Discuss Windsor Option;
  - Tested Windsor Radios;
  - Met with Motorola representatives for coverage mapping of multiple sites;
  - Met with State Telecommunications representatives and Windsor to discuss Windsor/State option. Bonding money through the State;
  - Fire Officials conducted extensive testing of radio coverage in Town structures and created spread sheets of results;
  - Moved Public Works and Social Services off the LTR system on to a DMR system;
  - Moved Police Department off LTR and onto the digital P25 system;
  - Tested P25 system in Town and on one Tower location;
  - Tested DMR system with GPS for Public Works and Social Services;
  - Need to secure a radio system for School District.

**Where do we need to go:**

- The decision for system design is creating a Windsor sub-system that will connect to the State's CLMRN (CT Land Mobile Radio Network)
- Due to the possible delay in getting a Tower for a second location, the plan would be to start the system using the Windsor sites plus the present East Windsor site. When the Tower is built the second site would be added;
- Mobile radios APX 8500 for Emergency Services. DPW and buses APX 4500 or APX 1500;
- As this will be financed through the State Bonding, a budget number will be needed to be presented by April 1<sup>st</sup> to the group;
- User equipment for this budget number should be APX 8000, multi-band for all three services (unless there is a less expensive multi-band solution that will be acceptable on the State's system.) Encryption of PD radios only;
- RSM (Remote Speaker Mics.) XVE500 or similar noise cancelling and audio enhancement.

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**Benefits to Our Option:**

- State System is monitored 24/7;
- Share maintenance cost of the system;
- System will be upgraded as needed per requirements to avoid being outdated;
- Possibility of State picking up the cost of maintenance after 5 years (proposed).

**State Bonding Criteria:**

- Endorsements from the Director Emergency Telecommunications at State of CT;
- Local Funding Contribution;
- Shovel ready project;
- Enhancing communication deficiencies in the region.

*Moving forward with the plan requires two steps:*

1. The BOS reaches out to the Town of Windsor officials to put an agreement in place;
2. Calculate the cost if bound for the State Bonding Commission to get on their agenda.

The Selectmen discussed the Radio System Replacement project including the cost, the type of radio equipment and the location of the tower.

**B. Discuss Establishment of Negotiations Team – Police Union, Supervisor’s Union:**

Selectman Alan Baker has been nominated to join the Negotiation Team for the Police Union.

Selectman DeSousa has been nominated to join the Negotiation Team for the Supervisor’s Union.

**C. Discuss Establishment of School Facilities Working Group:**

Selectman Muska is a BOS Liaison to the BOE and therefore, she agreed to join the working group as a facilitator.



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Selectman Yagaloff suggested to move items out of order to facilitate the discussions before the budget proposal.

**MOTION:** To MOVE out of order Item 9D to discuss Item 9G.  
DeSousa moved/Muska seconded/**DISCUSSION:** None  
**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**G. Discuss Proceeding with the Demographic Enrollment Study for East Windsor Public Schools:**

First Selectman Bowsza informed the Board that on February 15<sup>th</sup>, he communicated with Dr. Tudryn, Superintendent of East Windsor Public Schools to

take up the study for the Demographic Enrollment Study. It was a follow up to the joint special meeting of the Board Of Selectmen and the Board Of Education. The funding has been appropriated for it. The cost is between eight to ten thousand dollars. The CSG will send out a memo with a recommendation afterwards.

Dr. Tudryn informed that he and the BOE had the Subcommittee Meeting where they agreed to move forward with it. The BOE chair has also confirmed. Selectman Yagaloff believes the BOE should be fully in charge of it.

**MOTION:** To MOVE out of order and take agenda Item 9F.  
Muska moved/Yagaloff seconded/**DISCUSSION:** None  
**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**F. Discuss and Approve Historic Documents Preservation Grant (Attachment A):**

Amy Lam, Town Clerk, presented the grant in which she described the process for historic preservation of the documents. All the documents will be scanned and indexed. It will be a great tool to search for the land records online publicly accessible.

**MOTION:** To AUTHORIZE First Selectman's signature on the grant application and to designate Amy Lam as the Applicant for the Town of East Windsor.

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**VOTE:** Baker moved/Muska seconded/**DISCUSSION:** None  
In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**D. Discuss and Vote on FY 24/25 Town Budget Proposal:**

*Town Properties continue:*

**MOTION:** To **APPROVE** the budget for the Town Properties in the amount of \$1,254,264.

Baker moved/Muska seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE** the budget for Road Improvements in the amount of \$430,000.

Muska moved/DeSousa seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE** Building Committee budget in the amount of \$1,200.

Muska moved/DeSousa seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

*Suggestion was made to skip Sanitation at this time.*

**MOTION:** To **APPROVE** Senior Services budget in the amount of \$280,516.

Muska moved/Baker seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE** Elderly Commission budget in the amount of \$750.

Muska moved/Baker seconded/**DISCUSSION:** None

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- VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Board of Finance budget** in the amount of \$68,975.  
Muska moved/Baker seconded/**DISCUSSION:** None
- VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Social Services budget** in the amount of \$204,752.  
Muska moved/Baker seconded/**DISCUSSION:** None
- VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Libraries' budget** in the amount of \$341,700.  
Baker moved/Muska seconded/**DISCUSSION:**
- VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

Selectman Yagaloff pointed out the reduction of the Warehouse Point Library budget. He asserted that adding ten to twelve thousand dollars into their budget would be beneficial.

The Selectmen elaborated on the various funding sources available for the library.

- MOTION:** To **AMEND Warehouse Point Library budget** in the amount of \$327,000.  
Yagaloff moved/Baker seconded/**DISCUSSION:**
- VOTE:** In Favor: Baker/Yagaloff  
(Muska, Bowsza opposed/No abstentions) **Motion failed**
- MOTION:** To **APPROVE Libraries' budget** in the amount of \$341,700.  
Baker moved/Muska seconded/**DISCUSSION:**

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**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE Recreation budget** in the amount of \$370,825.  
Muska moved/DeSousa seconded/**DISCUSSION:**

Selectman Yagaloff objected to the budget increase of 7.53 percent. He believed the Department Head needed to find a way to work with her budget within a reason. It did not seem to be sustainable. He would not be able to support it tonight.

Selectman Bowsza asserted the Department Head's request for budget was justified and that her request was reduced by \$12,000.

Selectman Yagaloff questioned the payment for summer camp and its funding source. Amy O'Toole, Director of Finance, explained that there were two different staff – Town and Seasonal summer camp staff. The minimum wage increases also impacted the budget.

Selectman Muska supports this budget in lieu of the quality of life for the residents of the Town involving summer concerts and other activities that are great to keep people engaged and involved within the community.

Selectman Baker also affirmed that supporting this budget was about the quality of life for the community. The residents expect funding of recreations and he fully supports it.

**VOTE:** In Favor: DeSousa/Baker/Muska  
(Yagaloff opposed/No abstentions)

**MOTION:** To **APPROVE Historical Commission budget** in the amount of \$750.

Muska moved/Baker seconded/**DISCUSSION:** None

**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE Debt Service budget** in the amount of \$946,697.

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- VOTE:** Baker moved/Muska seconded/**DISCUSSION:** None  
In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Capital Improvement budget** in the amount of \$1,214,310.
- VOTE:** Baker moved/Muska seconded/**DISCUSSION:** None  
In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Employee Benefits budget** in the amount of \$3,559,701.
- VOTE:** Baker moved/Muska seconded/**DISCUSSION:** None  
In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **APPROVE Contingency budget** in the amount of \$190,000.
- VOTE:** Baker moved/Muska seconded/**DISCUSSION:** None  
In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)
- MOTION:** To **TABLE approval of total budget** in the amount of \$18,218,014.
- VOTE:** Baker moved/Yagaloff seconded/**DISCUSSION:** None  
In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**E. Discuss and Approve Recommendations to Waive Donation of Sick Time Pay (Attachment B):**

Selectman Bowsza briefed the Board about the employee who needs the donation due to her illness. This is to waive the policy to help her bridge that gap.

- MOTION:** To **WAIVE** the Policy for Donating Sick Leave for the Town of East Windsor.

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Yagaloff moved/Muska seconded/**DISCUSSION:**

Deputy First Selectman DeSousa asked whether this move would establish a precedent for other Town Employees and whether there should be an amendment passed in place.

The Board agreed to consider amending the policy at the future meetings.

**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**H. Tax Refunds (Attachment C):**

**MOTION:** To APPROVE tax refunds in the amount of \$3,272,98.

Muska moved/Baker seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**9. SELECTMEN COMMENTS AND REPORTS**

- A.** Jason Bowsza updated the Board on his assignment. He had testified on the number of bills pertaining to local control in sighting of grid scale solar projects and advocating for the legislature to change the power to municipalities at the CT General Assembly. He was invited to attend a private funeral service for a Vietnam Veteran. He was one of the very first of Americans on the Vietnam soil and a Prisoner of War. He also participated in the Read Across American organized by the Deputy Chief. The Town Budget will be presented on the 27<sup>th</sup>.
- B.** Marie DeSousa attended the East Windsor Police Commission on February 21<sup>st</sup>. They have introduced a new Mental Health Peer Support Program. Station Dog, Chief Carl reported the newly hired Dispatcher and Officer Antony Calderon are doing well. The Lieutenant's office is also almost complete.
- C.** Alan Baker reported on his assignments. He attended Inland/Wetland meeting the previous night and they had only one application to approve.
- E.** Sarah Muska updated the Board on her assignments. "On February 17, 2024 I participated in the Panther Plunge at East Windsor Park to help raise money for the East Windsor Fuel Bank. It was a great example of the community coming together for such a worthy cause, with many organizations such as the East Windsor Police Union

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and the Chief and Deputy Chief taking part and many spectators to cheer everyone on! \$18,217.00 was raised this year!

On February 27, 2024 the Arts and Culture Committee held their re-scheduled meeting. I was out of Town, but did follow up with their Chairman and reviewed their minutes. The Committee has received an overwhelming response in people wishing to take part in the Birdhouse Decorating Project. They've had 40 inquiries and agreed to purchase additional birdhouses from Home Depot to meet the requests.

Open Mic Night will be April 27th at the Connecticut Trolley Museum from 6:00PM-8:00PM and potential performers are encouraged to send an email to [ewartsandculture@gmail.com](mailto:ewartsandculture@gmail.com). Performances can include spoken word, short stories, poetry, music or comedy.

Harken's Market donated two bags of river rock for the Rock River at the Broad Brook School. Over 13,000 bottle caps have been donated for a mosaic art project that will be designed on Arts and Culture Day, which is May 18th.

On March 4, 2024 I attended the Warehouse Point Fire District meeting. There were 51 calls in the month of February. The Fire Marshal's Office has a total of 191 inspections scheduled for FY 2023-2024. 95 have been completed, 96 are still required and to date, 85 re-inspections or site visits for enforcement have been completed.

Both Broad Brook Fire Department and Warehouse Point Fire Department gave presentations to students at East Windsor High School about fire services and 6 students were interested and BBFD did receive 1 application thus far.

The Board voted to approve the FY 2024-2025 Budget at \$1,297,011.54, which is a mil rate of 1.89 and a 8.55% increase over last year. There will be a Public Hearing held on April 9th at 6:30PM at Station 138 at 89 Bridge Street. The Fire Department is lacking volunteers and Chief Barton explained that he is often the only one responding to calls on the weekends. A main portion of the increase is to upgrade staffing to 3 people at 7 days a week from 7:00AM-7:00PM at \$209,000. Other options were discussed, but the Commission as a whole felt this fulfilled the District's obligation to its residents to adequately provide fire services.

A one time \$60,000 spend down from the fund balance was unanimously approved by the Commission to be spent on gear, knox boxes and the Chief's vehicle.

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**Upcoming Events:**

There will be a Charity Basketball Game between the East Windsor Police Department and EWHS Basketball Teams on March 22nd at 6:00PM at EWHS to benefit Parks and Recreation Programs. I believe admission is \$5.00 and tickets go on sale on March 11th.

The First Responders of East Windsor are hosting Gavin's Home Makeover Pasta Dinner on Sunday, April 28th at the Warehouse Point Fire House, 89 Bridge Street. There will be 3 seatings at \$20.00 per ticket and they can be purchased online at [www.whpfd.org](http://www.whpfd.org).

Lastly, I'd like to congratulate East Windsor Ambulance Chief Thomas Clynych on his retirement and thank him for his many years of service and dedication to our community.

Submitted With Sincerity,  
Sarah A. Muska, Selectman  
[smuska@eastwindsorct.com](mailto:smuska@eastwindsorct.com)

- F. **Keith Yagaloff** reported on his assignments. He attended the Arts and Culture Committee meeting and also attended the Board of Education Facilities Subcommittee meeting.

**10. PUBLIC PARTICIPATION:**

Will Sheri, Depot Street, concerned of safety issue at night with racing cars and motorcycle on his street. It could be unsafe for pedestrians.

First Selectman Bowsza responded that they would start with the local police traffic enforcement regulation.

Tom Buckley, Kings Court, Broad Brook. 1. The question to the Police Department – has anyone lost the signal or call? 2. Since we are getting involved with Windsor, I get messages that the services were no longer available. Do you know why?

Chief Carl: Yes. Recently, there was a cyberattack on cellular service communications. We will have a fiber and microwave system that would be robust.

Lawrence Johansen, IV, 235 Scantic Road, East Windsor, addressed Selectman Yagaloff's comment regarding the cell tower to be added on and utilized. Is it something that could be added on?



**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – Thursday, March 7, 2024  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
MEETING MINUTES**

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Deputy Chief Murphy answered the question that there would be a possibility to have it as a failsafe.

Noreen Farmer, 247 South Water Street, (via Zoom) thanked the Board's effort in putting the budget together.

11. **EXECUTIVE SESSION** – Pursuant to C.G.S. 1-200(6)(B) – strategy pertaining to contract negotiations (sanitation, Amy O'Toole):

**MOTION:** To GO INTO EXECUTIVE SESSION.

Baker moved/Muska seconded/**DISCUSSION:** None  
**VOTE:** In Favor: Baker/Muska/DeSousa/Yagaloff  
(No one opposed/No abstentions)

First Selectman Bowsza noted the Board had gone into EXECUTIVE SESSION AT 9:08 p.m.

The Recording Secretary signed out of the meeting at 9:08 p.m.

First Selectman Bowsza reported the Board of Selectmen have exited the EXECUTIVE SESSION AT 10:06 p.m.

The Board will resume the discussion of the Adoption of Board of Selectman Budget proposal.

**MOTION:** To **APPROVE Sanitation budget** in the amount of \$1,209,244.

Muska moved/Baker seconded/**DISCUSSION:** None  
**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**MOTION:** To **APPROVE Town's budget** in the amount of \$18,196,802 and forward it to the Board of Finance.  
Muska moved/Baker seconded/**DISCUSSION:**

Selectman Yagaloff does not support the fund balance.

**VOTE:** In Favor: DeSousa/Baker/Muska  
(Yagaloff opposed/No abstentions)

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
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MEETING MINUTES**

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**11. ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 10:08 p.m.

**VOTE:** Muska moved/Baker seconded/DISCUSSION: None  
In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

Respectfully submitted,

-----  
Sabohat Khalilova, Recording Secretary, East Windsor Board of Selectmen

**APPLICATION**  
**TARGETED GRANT FY 2025**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2024)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: **Town of East Windsor**  
*Use full municipality name, ie 'Town of ' or 'City of '*

Name of Municipal CEO: **Jason E. Bowsza** Title: **First Selectman**

Phone with Area Code: 860-623-8122

Email: [jbowsza@eastwindsorct.com](mailto:jbowsza@eastwindsorct.com)

Name of Town Clerk: **Amy R. Lam** Title: **Town Clerk**

Phone with Area Code: 860-292-8255

Email: [alam@eastwindsorct.com](mailto:alam@eastwindsorct.com) Check if Designated Applicant: ☒

TC Mailing Address: 11 Rye Street, Broad Brook, CT 06016

MCEO Address if Different:

Grant Application Deadline: ☒ Cycle 1: April 30, 2024 ☐ Cycle 2: September 30, 2024

Grant Contract Period: The contract period begins after July 1, 2024 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2025.

Maximum Grant Allowed: \$5,500 Small Municipality Population less than 20,000  
 \$7,500 Medium Municipality Population between 20,000 and 69,999  
 \$10,500 Large Municipality Population of 70,000 or greater

Amount Requested: \$ 5,500.00

Grant Category(ies): ☐ Inventory and Planning ☒ Organization and Indexing  
☐ Program Development ☐ Storage and Facilities  
☐ Preservation/Conservation See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 5,500.00	\$	\$ 5,500.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500.00	\$	\$ 5,500.00

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.
2. **Provide vendor/personnel info & timeframe.** For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only one project with one vendor – omit this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Amy R. Lam, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of MCEO

## Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2025 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date (*must be same as or later than above date*)

\_\_\_\_\_  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

# 1. Organization and Indexing

1. We will be backfilling the land records for our project. The estimated number of documents to be scanned and indexed is 2,558. They are documents in the land records Volumes 103, 102, 101, and possibly 100. Our land records currently go back to March 1974. We are currently in the process of scanning, and this will be a continuation of our grant projects over the last two years. This is an estimate number of documents with a quick reference of documents in each volume. The date/volume could differ after the indexing is complete .
2. The company doing the backfilling is Catalis Courts and Land LLC located at 345 Buena Vista Road, Fairfield, CT 06825. The project should be done within 6 months. Our staff in the Clerk's office will scan the books into the system using the BackFill software.
3. Since the pandemic, we have seen how vital it is for people to have access to our online records. We have been able to serve our community. A lot of that work includes scanning and emailing documents that were not on our online land record system. This can be time-consuming when there's multiple documents. Even being open to the public, we have seen fewer people in the office to conduct searches. This is because we are online. This will allow people to have more access to older records online, as well as limit the physical handling/copying of the books. With the grant and our local funds, we would be able to put 2,558 more documents online.
4. See attached.

345 Buena Vista Rd.  
Fairfield, CT 06825

**East Windsor Town Clerk**

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**MODIFICATION OF CURRENT SPECIFICATIONS  
CHANGE REQUEST**

**Request Number:** CO #678 EAST WINDSOR

**Date:** February 29, 2024

**Change Request Description:** Remotely Access NewVision's Backfill, Scan and Verify Software for Indexing Historical Documents Contained in Books to be Scanned by the Town Clerk

**Description:**

Through a previous Change Request (EAST WINDSOR No. 1-2014), the East Windsor Town Clerk implemented NewVision's BackFill Software as part of the ORS, which allows the user to scan a book of documents, delineate the documents within that book, and index each individual document, adding the newly indexed documents to the database of land records data and images stored on the ORS and available to title searchers.

The Town Clerk plans to scan back file volumes of the land records using the BackFill software and has requested that NewVision provide the service of delineating and indexing the documents within these books and indexing those documents.

For this work the Town Clerk will provide NewVision with exclusive access (after hours and on weekends) to one of the existing workstations during the period of this project. NewVision take full control of that workstation via remote access software, which will be installed as part of this project.

Historically in Connecticut, recording multiple documents on the same page was commonplace. For example, a document may start on one page, or midway down a page, and finish on another page, with another document starting below it on the same page. In some cases, two or three documents were recorded on the same page.

The ORS requires that each document stored in the database have its own corresponding set of document images, so that, when a searcher searches the land records index to identify a desired document, once the document is selected for image viewing, the images pertaining to that document are displayed. In order to add historical documents to the ORS, in cases where multiple

345 Buena Vista Rd.  
Fairfield, CT 06825

documents (or portions of them) appear on the same page, separate copies of the document image must be made in order to form a complete document for the corresponding document index data. Images are not split. In addition to the indexing work described above, NewVision, via remote access, will use the Backfill Software and Scan Application to produce duplicate images for the situations where one image contains multiple documents or portions of multiple documents.

The process of separating the historical books into individual documents and entering index data will be as follows for each document in a book:

- Starting with the first page (and first document) of each book, the operator will use the Backfill Software to delineate pages that are part of the document, enter the Clerk's File Number, volume and page numbers, document type, grantor and grantee names, and one legal description (the "Index Data"). Note that document links will not be entered as part of this project.
- For instances in which multiple documents appear on the same page, in delineating and indexing the next document on the same page, the operator will use the Scan Application to remove the pages applicable only to the previous document, so that the next document will include only the page in common with the previous document plus those additional pages applicable to it. Once the next document is delineated, the operator will use the Backfill Software to enter the Index Data applicable to it.

Following data entry, back file land documents will be routed to a "back file verify" queue in the ORS's Index/Verify application, allowing a second NewVision operator to make an additional review of and corrections to data entered through the BackFill Software

At the Town Clerk's option, following either data entry or verification, searchers using the existing SearchNG application will be able to search for data and associated land documents entered through the BackFill Software along with those documents that are currently maintained on the ORS and new documents that are recorded on the ORS in the future.

The pricing provided and work to be done is contingent upon documents being type-written and reasonably legible. Additional charges apply for poor quality document images and/or documents that are hand-written.

**Estimated Impact on System:** Minimal or no impact on ORS performance.

**Estimated Delivery:** Within One Hundred Eighty (180) days of execution of this Change Request.



Catalis Courts and Land, LLC

345 Buena Vista Rd.  
Fairfield, CT 06825

**Cost:** Cost for this change order is \$2.15 per document; total of \$5,500 based on estimate of 2,558 documents.

Approvals:  
Catalis Courts and Land, LLC

By: Approved by Thomas R. Watkins  
Northeast Account Representative



## TOWN OF EAST WINDSOR

## POLICY FOR DONATING SICK LEAVE

Any Town of East Windsor permanent employee who has accumulated at least fifteen days of sick leave may donate up to three (3) days or (21 hours) of his or her accumulated sick leave to another Town of East Windsor permanent employee, who is eligible to receive sick days through a long-term illness has used up all of his or her accumulated sick time, vacation time, personal days, earned days and compensatory time. The receiving employee must fill out the appropriate form with their Department Head/Supervisor. The Department Head/Supervisor shall make recommendation to the First Selectman, who may, in his/her sole discretion, authorize the donation and transfer of said sick time, on a case by case basis, provided the following conditions are met:

To be eligible, a receiving employee and a donating employee must have worked for the Town of East Windsor for at least one year.

The eligible receiving employee and the donating employee do not have a history of sick leave abuse.

The illness is not covered by Workers' Compensation, or Workers' Compensation benefits have been exhausted.

The donating employee shall have a minimum sick leave accumulation of fifteen days.

No more than three (3) sick days or 21 hours donation shall be permitted between any two employees per long-term illness.

Sick leave, donated by one employee to another, when used, shall be paid at the hourly rate of the receiving employee.

Donated sick days will be used in the order that they are received from employees. The first donated sick day will be the first day used, etc. The "Donation of Sick Time" authorization form (located in the First Selectman's Office) must be forwarded to Treasurer's Office within two week of a request for a donation of sick days for a specific employee by the donating employee.

Any unused donated sick time by the receiving employee will be returned to the donating employees beginning with the last donated sick day and moving up the list.

If needed, sixty (60) donated sick days or (420) hours may be used by an employee per long-term illness per fiscal year.

An acceptable medical certification signed by a licensed physician supporting the continued absence of the receiving employee is on file in the First Selectman's Office.

In cases involving employees who through a long-term illness have used up all accumulated sick time, vacation time, personal days, earned days, compensatory time and donated sick time, an extension of sick leave beyond the maximums provided for above may be granted in the sole discretion of the Board of Selectmen, on request of the Department Head/Supervisor, written approval of the First Selectman and final authorization by the Board of Selectmen. Said extension of sick leave may be granted in advance of being accrued. Any advancement of sick leave time must be paid back upon the employee's return to duty.

The returning employee shall not repay any sick leave donated by fellow employees. *Vacation or sick leave will not accrue for the employee during that period of time the employee is receiving/using donated sick leave days. Nor will the use of donated sick leave day's count towards longevity or earned days for the receiving employee.*

**Town of East Windsor**  
**DONATING SICK LEAVE**

I \_\_\_\_\_, authorize  
*Print Name*

The Town of East Windsor to deduct \_\_\_\_\_ hours of sick leave from my accrued  
sick leave time and donate said hours of sick leave to the following Town of East Windsor  
employee:

\_\_\_\_\_  
*Print Name*

I have read the Town's "Policy for Donating Sick Leave" and I am eligible to participate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Town of East Windsor

Request for Receiving Donated Sick Leave

1. \*As stated in the Town of East Windsor's "Policy for Donating Sick Leave", due to a long-term illness I am authorizing the donation of sick days be made in my name. As required in the Policy, I have used up all of my accumulated sick time, vacation time, personal days, earned days and compensatory time.

An acceptable medical certificate signed by a licensed physician supporting the continued absence for my long-term illness will be forwarded to the First Selectman's Office.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

2. It is my recommendation that \_\_\_\_\_  
*Name of Employee*  
be eligible to participate, as a receiving employee, in the Town of East Windsor's "Policy for Donating Sick Leave".

\_\_\_\_\_  
*Department Head/Supervisor*

\_\_\_\_\_  
*Date*

3. I authorize the donation and transfer of sick leave for

\_\_\_\_\_  
*Name of Employee*

\_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Date

*\*If due to health reasons an employee is unable to submit in writing, the request may be made verbally.*

To Jen: 3/4/24

Process Refund Record (s)  
Condition(s) : Bill : 2022-03-  
Bill Dist/Susp/Bank Address Name Prop Loc/Vehicle Info. Paid Date Date: 03/04/2024 Page: 1

Dist/Susp/Bank Address Name	Prop Loc/Vehicle Info.	UniqueID/Reason	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2022-03-0052894 DESAUNTERS SCOTT P 18 Iroquois Rd Enfield CT 06082-9622	2000/795994/JH28C401YM004670 52894	2017/AU42319/1EDTF4HY9HEE48695 53365	53.04 79.53	0.00 0.00	0.00 0.00	53.04 79.53	-26.49
2022-03-0053365 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2018/CI40276/1GNSKCKC6JR165325 53372	2019/CI92184/2C4RDGSG67KR521496 53378	375.21 899.79	0.00 0.00	0.00 0.00	375.21 899.79	-524.58
2022-03-0053372 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/CI94007/2C4RDGSG68KR586020 53379	2019/CI99716/4S4BSAFC7K3343539 53380	426.39 1,022.49	0.00 0.00	0.00 0.00	426.39 1,022.49	-596.10
2022-03-0053378 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/CI94007/2C4RDGSG68KR586020 53379	2019/CI99716/4S4BSAFC7K3343539 53380	116.21 464.83	0.00 0.00	0.00 0.00	116.21 464.83	-348.62
2022-03-0053379 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/CI94007/2C4RDGSG68KR586020 53379	2019/CI99716/4S4BSAFC7K3343539 53380	38.59 464.83	0.00 0.00	0.00 0.00	38.59 464.83	-426.24
2022-03-0053380 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/CI94007/2C4RDGSG68KR586020 53379	2019/CI99716/4S4BSAFC7K3343539 53380	450.87 601.16	0.00 0.00	0.00 0.00	450.87 601.16	-150.29
2022-03-0053385 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/C207377/2C4RDGSG64KR624486 53385	2019/C207377/2C4RDGSG64KR624486 53385	116.21 464.83	0.00 0.00	0.00 0.00	116.21 464.83	-348.62
2022-03-0053388 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/C207380/2C4RDGSG64KR624489 53388	2019/C207380/2C4RDGSG64KR624489 53388	310.03 464.83	0.00 0.00	0.00 0.00	310.03 464.83	-154.80
2022-03-0053393 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/C211642/2C4RDGSG64KR639302 53393	2019/C211642/2C4RDGSG64KR639302 53393	116.21 464.83	0.00 0.00	0.00 0.00	116.21 464.83	-348.62
2022-03-0053407 ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132	2019/C220491/2C4RDGSG64KR66433 53407	2019/C220491/2C4RDGSG64KR66433 53407	116.21 464.83	0.00 0.00	0.00 0.00	116.21 464.83	-348.62
TOTAL	10		2,118.97 5,391.95	0.00 0.00	0.00 0.00	2,118.97 5,391.95	-3,272.98

Total Refunds \$3,272.98

Fabricea Bradburn, owner, owner  
Tax Collector

Attachment C

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